

**DOCHROC**  
**Office of Workforce Development and Performance Management**  
**First Quarter Training Calendar**

October 2011				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
10 <b>Federal Holiday</b> 	11	12	13	14
17	18 <a href="#">Introduction Excel 2007</a> (9:00am to 4:00pm) Room H5022 Audience: All Employees <hr/> WebTA TimeKeeper Responsibilities: Refresher (1:00pm-3:00pm) H1410 Audience: TimeKeepers	19 <a href="#">Introduction Publisher 2007</a> (9:00am to 4:00pm) Room H5022 Audience: All Employees	20 Disability 101 (10:00am to 12:00pm) Room H Audience: All Employees	21
24	25 <b>**Leaders Essentials</b> (New Supervisory Workshop) Day 1 (9:00am to 4:00pm) Room H1412	26 <b>**Leaders Essentials</b> (New Supervisory Workshop) Day 2 (9:00am to 4:00pm) Room H1412 <hr/> <b>**Career Power</b> (9:00am to 4:00pm) Room H4830 Audience: All Employees	27 <b>**Leaders Essentials</b> (New Supervisory Workshop) Day 3 (9:00am to 4:00pm) Room H1412 <hr/> <a href="#">Introduction Access 2007</a> (9:00am to 4:00pm) Room H5022 Audience: All Employees	28
31				

\*\*Registration will be accepted via Commerce Learning Center (CLC) upon Broadcast email.

# November 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2 <b>“What Does the MSPB Judge Say?”</b> (10:00am- 12:00pm) or (1:00pm – 3:00pm) Room H6029 Audience: Managers/Supervisors	3 <b><u>Intermediate Excel 2007</u></b> (9:00am to 4:00pm) Room H5022 Audience: All Employees	4
7	8 <b>Harassment in the Workplace</b> (10:00am to 12:00pm) Room H7855 Audience: All Employees	9 <b>**FERS Mid-Career Planning (Day 1)</b> (9:00am to 4:00pm) Room H6029	10 <b>**FERS Mid-Career Planning (Day 2)</b> (9:00am to 4:00pm) Room H6029	11 <b>Federal Holiday</b> 
14	15 <b>Leave Entitlements</b> (10:00 am – 12 noon) Room H7855 Audience: All Employees	16 <b><u>Introduction Outlook 2007</u></b> (9:00am to 4:00pm) Room H5022 Audience: All Employees	17 <b><u>Introduction PowerPoint 2007</u></b> (9:00am to 4:00pm) Room H5022 Audience: All Employees	18
21	22	23	24 <b>Federal Holiday</b> 	25
28	29	30 <b><u>Intermediate Outlook 2007</u></b> (9:00am to 4:00pm) Room H5022 Audience: All Employees		

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# December 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 <b>Harassment in the Workplace</b> (10:00am to 12:00pm) Room H1411 Audience: All Employees	2
5	6 <b>Advanced Excel 2007</b> (9:00am to 4:00pm) Room H5022 Audience: All Employees	7 <b>**Retirement Planning Seminar (Day 1)</b> (9:00am to 4:00pm) Room H1412 <hr/> <b>Developing Specialized Experience for Vacancy Announcements</b> (10:00am to 11:00am) Room H7855 Audience: For Hiring Managers and Admin contacts	8 <b>Intermediate Access 2007</b> (9:00am to 4:00pm) Room H5022 Audience: All Employees <hr/> <b>**Retirement Planning Seminar (Day 2)</b> (9:00am to 4:00pm) Room H1412	9
12	13 <b>Leave Entitlements</b> (10:00am to 12pm) Room H7855 Audience: All Employees	14 <b>Harassment in the Workplace</b> (10:00am to 12:00pm) Room H7855 Audience: All Employees	15 <b>Advanced Word 2007</b> (9:00am to 4:00pm) Room H5022 Audience: All Employees	16
19	20	21	22	23
26 <b>Federal Holiday</b> 	27	28	29	30

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